

OCCUPATIONAL SAFETY AND HEALTH REPORT
CENTRAL INTELLIGENCE AGENCY
CALENDAR YEAR 1980

I. EMPLOYEE INVOLVEMENT

A. The Agency has established a Safety and Health Committee at the national level in accordance with Title 5, Code of Federal Regulations, Part 1960 (29 CFR 1960). The Committee is comprised of a management and nonmanagement employee from each of the major Directorates and provides policy and procedural guidance to the Safety and Health Official and the Director of Central Intelligence on matters relating to the Agency's Safety and Health Program. The CIA Safety and Health Officers attend each committee meeting. Two major components also have active safety committees.

B. The Agency Safety and Health Regulations outline procedures employees should follow in reporting safety and health hazards. They also advise employees that they have the right to appeal to the Office of Federal Agency Safety and Health Programs, Department of Labor, if they disagree with final disposition by the Agency.

C. Employees are informed via Agency Regulations and in notices published over the signature of the Deputy Director of Central Intelligence that they may report unsafe and unhealthful work conditions and request inspections without fear of coercion or reprisal. This information is also included on the Occupational Safety and Health poster located on bulletin boards in Agency buildings. Each new employee is also given this information in the initial orientation. No reports of alleged discrimination, coercion, restraint, interference or reprisal were received during 1980.

D. Agency Safety and Health Regulations outline the rights and responsibilities of employees as provided in 29 CFR 1960. The Occupational Safety and Health Notices provided by the Department of Labor are posted on bulletin boards in buildings occupied by Agency personnel in the

United States. Copies of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960 are on file in the Agency Library of its Headquarters building for reference by employees. These documents have also been provided to component safety officers of [REDACTED]. The orientation of new employees includes information on the Agency's Safety and Health Program as well as the OSH Act, EO 12196 and 29 CFR 1960.

E. Three safety professionals are members of the Potomac Chapter, Federal Safety and Health Council and at least one member attends the monthly meetings. At least one safety professional also attends the annual National Safety Congress, Federal Safety and Health Conference and the Regional Conference of the Federal Safety and Health Council.

F. Agency Safety and Health Regulations inform employees that copies of the Occupational Safety and Health Act and the Agency's annual accident report to the Department of Labor are on file in the CIA Main Library and the Safety Office for review.

G. The safety professional is accompanied during the inspection by the component safety officer and, in some instances, an employee who records the violations and recommended corrective actions. In many instances the hazards are corrected during or immediately after the inspections prior to departure of the Senior Inspection Officer. Officials and Component Safety Officers are provided copies of the violations and recommended corrective actions. It is not managerial policy to post a notice at the location of each hazard. However, a "Safety Hazard" notice with self-adhesive backing (Attachment 10) was originated and is used in some instances.

II. EXECUTIVE SUPPORT AND DUTIES

A. A notice was published in 1979 over the signature of the Deputy Director of Central Intelligence advising employees that it is the policy and intent of the Central Intelligence Agency to administer its Safety and Health Program in accordance with provisions of applicable federal directives. The Agency's Safety and Health Regulations also have a POLICY section concerning nine provisions of 29 CFR 1960. Copies of

these documents were attachments to the CIA's CY 1979 Annual Occupational Safety and Health Report to the Secretary of Labor.

B. The Agency does not have an identifiable occupational safety and health item in its budget as provided for in Office of Management & Budget (OMB) Circular A-11. Attachment 2 reflects the dollars requested, allocated and expended by the Safety Group. The costs for safety equipment, personal protective equipment, safety training costs for new installations, and renovations to meet safety and health standards, as well as fire prevention and fire protection equipment, are normally borne by the applicable components. Complete figures covering these costs are not available. However, four major components expended [redacted] for these items during the past year.

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C. The organizational placement of the Safety Group within the Agency is reflected in Attachment 9. The administration of the program is outlined in Attachment 3.

III. SAFETY AND HEALTH HEADQUARTERS
AND FIELD STAFF FUNCTIONS

A. Full-time occupational safety and health staffing by job series and grade level are listed in Attachment 4. The number of employees is classified.

B. Attachment 5 reflects that a field unit is



C. The responsibilities and duties of the Agency Occupational Safety and Health Group are outlined in Agency Regulations, a copy of which was forwarded to the Secretary of Labor with the CIA's Annual Report for CY 1979. Additional guidance to operating officials and component safety officers in the field is provided in a classified Safety and Health [redacted]

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IV. OPERATING MANAGEMENT AND
SUPERVISORY DUTIES

A. Agency Regulations outline the safety and health responsibilities of the CIA Safety and Health Official, the CIA Safety and Health Committee, the Director of Security, the CIA Safety Officer, the Director of Medical Services, the Operating Officials and Heads of Independent Offices, the Component Safety Officers and Supervisors.

B. Personnel regulations state that supervisors and others who assign work directly to individuals have an important responsibility for the safety and health conditions and practices within their areas of control. The regulation also states that rating officials will consider these factors when completing performance evaluations and record narrative comments or ratings when appropriate.

C. Safety and Health Regulations require that component safety officers and employees notify management officials of unsafe or unhealthful working conditions. These regulations also require that immediate corrective action be taken.

V. SAFETY AND HEALTH STANDARDS ADOPTION

The Agency has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor, the National Fire Codes (including the Life Safety Code and National Electrical Code) published by the National Fire Protection Association, Standards of the American National Standards Institute and the Basic Building Code published by the Building's Officials and Code Administrations International, Inc. The Agency will also adopt applicable emergency temporary safety and health standards as they are established by the Secretary of Labor. Any new standards would be presented to the CIA Safety Committee. No new standards were adopted during CY 1980.

VI. SAFETY AND HEALTH TRAINING ACTIVITIES

A. The types of safety and health training, extent of such training, and categories of personnel trained, are shown in Attachment 7. All courses

do not give total employees in the management and supervisor categories. Most of the training was conducted by CIA personnel. The safety professionals devoted 438 hours to the safety and health training of employees.

B. In addition to the training outlined in Attachment 7, employees were encouraged to maintain safe and healthful work environments and practices through the following:

(1) The Consultative Services Program provided employees an opportunity to discuss particular problems with Agency physicians at times other than during scheduled evaluations.

(2) The Agency-wide Medical Education Program invited guest speakers on sports medicine, adolescent stresses and back problems. These programs were conducted in the Headquarters Auditorium. Also, one issue of the Medical Newsletter was devoted to low back pain.

(3) Posters were displayed throughout the Headquarters building on subjects such as the Alcohol Program, hypertension, breast cancer detection, etc. A publication signed by the Director also called attention to the Alcohol Program.

(4) A series of lectures and workshops on stress management was presented to Agency personnel.

(5) Training for employees scheduled for overseas assignments was provided in coping with the stresses of captivity. A movie in support of this effort was also developed.

(6) Members of the fire department at one facility received two hundred and ninety-one (291) hours of specialized training to improve their skills. Five department personnel at another facility received training on a weekly basis which was part of an ongoing training program conducted by an assistant fire chief.

(7) A special 2-day fire education program was presented by the Safety Group in the CIA Headquarters Compound as its annual participation in National Fire Prevention Week activities. The program included participation by local fire departments, the Southern Maryland Electric Cooperative, Inc. and local military units.

(8) Four copies of a video tape on servicing multi-piece motor vehicle rim procedures were obtained and a copy was forwarded to each of four Agency facilities where it was shown to motor pool employees.

(9) A major overseas facility initiated weekly fire training drills for its fire fighting personnel; refresher training in Cardiopulmonary Resuscitation and ambulance procedures for its security/safety personnel; and a 2-day course in fork lift safety procedures for its fork lift operators.

C. Each employee assigned to a high-risk job such as warehouse, laboratory, printing and photography, communications, etc., was given thorough training in operating procedures, use of equipment and chemicals, in addition to on-the-job training.

D. The safety professionals continued as members of and attended meetings of various safety and health organizations. Three are members of the Federal Safety Council, two are members of the American Society for Safety Engineers, two are members of the Association of Federal Safety Employees and one is a member of the American Industrial Hygiene Association.

E. A member of the Safety Group is completing work on his Doctoral Dissertation with a projected completion date of the summer of 1981.

VII. INSPECTION AND HAZARD ABATEMENT PROCEDURES

A. The Chief, Safety Group, by regulation, is responsible for conducting inspections and tests to evaluate

the effectiveness of the Agency's Safety and Health Program and bringing unsafe and unhealthful working conditions to the attention of the Operating Officials concerned. The inspection of each area on an annual basis as required by 29 CFR 1960.25, was not accomplished due to personnel constraints. However, priority was given to comprehensive inspections of major facilities and those involving hazardous activities. [REDACTED]

[REDACTED] of these inspections including [REDACTED] overseas, were conducted by Safety and Health Professionals during 1980. In addition, fifty-three (53) special safety and health inspections and tests were conducted as a result of accidents or employee complaints, to determine noise and illumination levels, and hazardous atmospheres. The comprehensive inspections resulted in 675 recommendations to correct hazards and to improve areas of operations. The majority of hazards involved electricity, storage of chemicals and flammables, machine guarding and use of personal protective equipment. To date, 475 of the recommendations have been complied with or abatement plans have been submitted. The majority of the remaining recommendations concern facilities overseas from which responses have been delayed. The cost of abating safety and health hazards is borne by the appropriate component and the total costs are not available. However, four major components spent [REDACTED] for safety and health related improvements and fire detection and protection.

B. The Agency's Safety and Health Regulations require that the official in charge of each major Headquarters Component and each field installation designate a component safety officer (CSO) who is responsible for conducting safety inspections. One major component whose employees perform work in three shifts has one CSO for each shift. The CSO's in the Headquarters area are given an initial 1-hour safety and health orientation and attend one of the four 5-day Basic Safety and Health Courses conducted by Safety Group personnel. The CSO's are given an additional three hours of safety and health training if they are delayed in attending the Basic Safety and Health Course. The Office of Communications has designated safety and health inspectors as defined in 29 CFR 1960.2 and each of the component's overseas facilities is inspected annually by one of these officers. Security Officers include fire prevention and life safety in their security inspections of Agency facilities worldwide. These Security Officers attend the 5-day Basic Safety and Health Course and are

also provided an additional three hours of special safety instruction.

C. The responsible official of each inspected facility is provided an informal list of the safety and health hazards and recommended corrective actions at the completion of the inspection. The official is requested to take immediate corrective action. In many instances, the hazards are corrected prior to departure of the safety officer. A formal report is submitted at a later date and the official is requested to advise the Safety Group that corrective action has been taken or submit an abatement plan.

D. Advance notices of safety and health inspections are normally given for security reasons and to assure the presence of representatives of the officials in charge. However, there are areas in the Headquarters area where advance notices are not necessary.

E. If any unsafe or unhealthful conditions or equipment observed during an inspection are considered to present an imminent danger, the operation is discontinued immediately and equipment placed out of service if the hazard cannot be eliminated at the time of the inspection.

VIII. RECORDKEEPING AND REPORTING PROCEDURES

A. Occupational injuries/illness and accidents are reported and recorded in compliance with guidelines published by the Department of Labor. Safety and Health Regulations require that component safety officers investigate these incidents and forward appropriate reports to the Safety Group. Each injury/illness report is carefully reviewed to determine if appropriate corrective action had been taken and is then recorded in one of 38 categories of injuries/illnesses. The two major causes remained the same for 1980, i.e., slips and falls, and handling material and equipment (including lifting). A breakdown of the injuries and illnesses for the last three calendar years as reported to the Department of Labor is provided on Attachment 8. The Safety Group receives a

copy of each office of workers' compensation claim submitted by Agency employees to ensure all occupational injuries and illnesses are recorded.

B. Agency Safety and Health Regulations require that all occupational injuries and illnesses as well as fire and accidents resulting in damage to Agency property or equipment be investigated and a report forwarded within six days to the Safety Group. The regulations also require that any occupational accident that results in the death of an employee, hospitalization of five or more employees, or results in property damage of \$100,000 or more be reported to the Safety Group within one working day. No serious accidents were incurred during CY 1980.

C. Occupational injuries, illnesses, accidents and fires which occur in the field were investigated by the appropriate component safety officer who in turn forwarded reports to the Safety Group. Copies of the reports are retained in the field for reference by employees there. The annual statistical report prepared for the Department of Labor was posted for 30 days on bulletin boards in the buildings occupied by Agency employees in the Washington, D. C., area. Statistical reports concerning the injuries and illnesses of employees of two major field facilities were also posted for review by employees of those facilities. Safety and Health Regulations also specify that copies of the Agency's injury and illness statistics are on file in the Safety Office and CIA Main Library for reference by employees.

IX. PROMOTIONAL AND INTERAGENCY ACTIVITIES

A. Promotional techniques used to increase employees' interest in and awareness of their safety and health both on and off the job included the following:

(1) A total of [] safety brochures on a variety of safety topics were distributed to Agency employees worldwide.

(2) Twenty-two safety and health films were shown to [] employees.

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(3) Employees were encouraged to submit safety and health suggestions through the Suggestions and Achievement Awards Program. The suggestion forms were made available to Agency personnel in the Headquarters area and 25 suggestions relating to safety and health were evaluated during 1980.

(4) The Agency participated in the National Safe Council's Safety Driver's Award Program. Forty-seven employees participated in the program and twenty-one received safe driving awards for driving five or more years without an accident. Two of the employees received 25-year awards.

(5) The Agency received copies of the National Safety Council's quarterly magazine "Family Safety." Most of the Agency facilities worldwide received a copy and the remaining copies were distributed to employees in the Headquarters area.

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(6) Off-the-job safety was promoted by the Safety Group and the Employee Activity Association through the sale of smoke detectors, fire extinguishers and emergency escape ladders.

(7) A major component published an internal notice covering its safety and health program. The notice included the component's safety and health policy, responsibilities of its safety and health committee, supervisors and safety personnel and the issuance of personal protective clothing.

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X. INTRA-AGENCY EVALUATION PROCEDURES

An annual comprehensive statistical report covering occupational injuries and illnesses, fires and motor vehicle accidents incurred by employees worldwide was prepared for the Deputy Director of Central Intelligence. The report was also made available for reference by members

of the Safety Committee. The annual report submitted to the Secretary of Labor in compliance with Section 19 of the Occupational Safety and Health Act was prepared and forwarded to the Deputy Director for his review and signature. A copy of the annual summary of Occupational injuries and illnesses was posted for 30 days on bulletin boards in the buildings occupied by Agency employees in the Washington, D. C., area.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1980

In addition to other activities outlined in this report, the following accomplishments during CY 1980 were the result of the special emphasis placed on the goals and objectives.

A. One 5-day Safety and Health Survey Course and four 5-day Basic Safety and Health Courses were conducted as planned.

B. Four safety professionals attended safety and health courses. The remaining two safety professionals were scheduled for courses that were cancelled by the Occupational Health and Safety Administration Institute.

C. The four projected trips for inspections of were completed, however, only three of the planned four trips overseas were completed.

D. The scheduled 5-day basic radiological safety course was presented to employees who use portable x-ray systems at a field facility.

E. A program to collect data on microwave power densities around antennas was initiated and readings were taken in the antenna fields and around the transmitters of two facilities overseas.

F. A consolidated program between the Safety Group and Office of Medical Services concerning hearing conservation of employees was not formalized as planned. However, the Safety Group continued to gather environmental data required for such a program. Also, the Office of Medical

Services initiated base-line hearing tests on all Agency applicants as a first step toward upgrading the ongoing hearing conservation program.

G. The multimedia safety and health presentation was completed and is being used to brief each new employee.

H. Six courses in safety procedures involving forklift operation were conducted instead of the three originally scheduled.

I. The Office of Medical Services (OMS) has developed extensive programs to monitor, promote and safeguard the health of Agency employees. Activities, in addition to those listed under the training section of the report, emphasizing these programs during CY 1980 include:

(1) The appointment of a public health trained physician as a full-time Environmental Health and Preventive Medical Officer.

(2) Non-scheduled simulated emergencies were called to evaluate the response time and abilities of medical personnel.

(3) The influenza program continued and over 2,500 employees received flu shots. The hypertension clinic monitored blood pressures for approximately employees each month.

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(4) The mandatory Physical Evaluation Program continued with a large number of employees participating because of ongoing travel requirements. Increasing numbers of employees also participated in the voluntary biennial Physical Evaluation Program and the Annual Executive Health Program. An overwhelming majority of Agency personnel receive examinations every two years through one of these preventive medicine oriented programs.

(5) An experimental program was begun involving dental screening for those assigned to areas of inadequate dental care to assess

the possibility of minimizing dental problems abroad.

(6) A contingency kit, including medical supplies, escape breathing devices, and descent devices was designed by the Agency in conjunction

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(7) A survey of overseas-related stresses was undertaken among personnel assigned abroad. Ongoing efforts to correlate patterns of disease--physical as well as psychiatric--with areas of assignment were expanded to include more detailed statistical analysis.

(8) Medical personnel participated in the Radiation Task Force established during the year to collect data on employees who may have been exposed inadvertently to low levels of ionizing radiation..

(9) A number of work-station and layout recommendations were made consistent with established ergonomic principles and human anthropometry, including placement of displays and controls, optimal levels of workspace illumination, and appropriate chairs and other aspects of workspace seating. This was designed to minimize worker fatigue and the likelihood of physical accidents of workspace.

(10) Evaluations were made of several Agency CRT's which resulted in recommendations concerning legibility, brightness, contrast, etc., in an effort to minimize such factors as eye strain, fatigue, etc.

(11) Eighty-seven sessions, thirty-six of which were specifically for supervisors, were conducted regarding the Agency Alcohol Program.

(12) The Health Hazard Appraisal Program was continued as an adjunct to the Executive Health Program. This Center for Disease Control-derived appraisal is based on a computer-manipulated

statistical projection of the specific risk factors in participating individuals. Its intent is to enhance health status by identifying the most important risks to each participant.

J. Two major components accomplished the following significant objectives:

(1) Completed alterations and improvements to the Autocall fire and smoke alarm console in the Headquarters building.

(2) Completed design for construction of fire barriers, fire door releases and electrical short circuit protection at the Headquarters building.

(3) Met with General Services Administration (GSA) officials to identify and obtain action on repair and/or replacement of emergency lights and correction of fire alarm component problems in a major building.

(4) Fire curtains were installed in a large warehouse to contain the propagation of fire.

(5) Purchased an electric pallet lift for use of couriers to reduce hazards involved in lifting and handling heavy bags or packages.

(6) Purchased and installed a new x-ray machine for inspection of mail. The machine is rated "low-dose" and therefore is less hazardous to the operators.

(7) Pedestrian safety was considerably improved in the West Parking Lot of the Headquarters compound with modification of the walkways.

(8) Installed electric door releases for security barriers to meet requirements of County Fire Codes in the stairwells of two Agency buildings.

(9) Reviewed the operating procedures of employees to determine their need for safety shoes. Sixty-six employees were provided safety shoes as initial issue or replacement.

(10) The overall safety of employees was improved considerably through installation of fire extinguishers in several storage areas and in selected computer facilities, installation of additional emergency "Exit Only" signs in the Headquarters building, and the installation of additional emergency lights in two buildings in the Washington area.

(11) Conducted a survey of each job where employees handle accident potential chemicals and materials in a major warehouse to ensure employees have appropriate personal protective equipment such as safety goggles, gloves, aprons, helmets and emergency eyewash. The appropriate safety equipment was provided as required for the work.

(12) Procured fire detection/alerting systems for 21 areas in overseas facilities.

(13) Completed the purchase of tower climbing safety equipment.

K. Officials at a field facility made the following major improvements.

(1) Installed automatic sprinkler systems in three buildings.

(2) Constructed a chemical storage facility.

(3) Installed smoke detectors in all residences occupied by personnel at the facility.

(4) Initiated a survey of the pedestrian walkways to determine if the illumination is adequate.

SUBMISSION OF PROGRAM DOCUMENTATION

The program documentation for the Safety and Health Program for the Agency has not changed since 1979.

GOALS, OBJECTIVES AND PLANNED ACTIVITIES FOR CY 1981

The Agency will continue to administer its Occupational Safety and Health Program in accordance with provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960. Specific actions and plans are as follows:

A. Conduct four 5-day safety and health courses and two 2-day safety and health inspection techniques courses. Emphasis on the attendance of component safety officers at these courses will continue.

B. Each safety professional will be scheduled for at least one safety and health course. Attendance will also be scheduled for the annual American Industrial Hygiene, American Society of Safety Engineers, and Federal Safety and Health Conferences.

C. Continued emphasis will be on safety and health inspections. At least four overseas inspection trips will be scheduled for 1981.

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D. Ensure component safety officers in the Headquarters area receive sufficient training to conduct safety and health inspections of their respective work environment.

E. Publish a Headquarters Regulation providing guidelines regarding smoking in buildings occupied by Agency personnel.

F. The Office of Medical Services has planned the following health related activities in addition to its present occupational health programs:

(1) Establish a formal hearing conservation program, incorporating and coordinating the ongoing efforts in this area within the Office of Medical Services and other Agency components.

(2) Initiate routine tuberculin screening for all Agency personnel and dependents assigned to areas of increased risk of tuberculosis.

(3) Evaluate the feasibility of a program to monitor vision and chronic eye fatigue in users of cathode ray tubes.

(4) Evaluate the feasibility of adding Agency sponsored mammography to the existing breast cancer detection program.

(5) Review the Agency immunization policy to include the feasibility of beginning routine pre-exposure rabies vaccination for employees assigned where rabies is a significant risk.

(6) Undertake a study of the stresses encountered by dependents living abroad.

(7) Prepare modular video training tapes and texts to instruct employees and certain dependents on emergency medical procedures in conjunction with the contingency kits, etc.,

(8) The training program on coping with stresses of captivity will be expanded, and training in survival first aid will also be included.

(9) A brochure on the alcohol program will be distributed for all Agency personnel and dependents. A pamphlet will also be written specifically for managers.

(10) A series of lectures by well-known figures in public life and/or the field of alcoholism will be started in addition to the ongoing program in health education speakers' program.

G. Officials of a major component have scheduled the following major activities to improve the safety and health of Agency employees in their work environment.

(1) Complete the design and funding for construction to correct ventilation problems associated with printing plant space. Work is scheduled to commence in summer of 1981 at a cost of \$498,000.

(2) Establish a "safety-shoe" store at a major warehouse where an employee can be fitted and obtain safety shoes without delay.

(3) Conduct four forklift operator training classes and coordinate the presentation of three courses in Cardiopulmonary Resuscitation.

(4) Replace approximately 28 water fire extinguishers in a Printing and Photography Building with ABC multi-purpose fire extinguishers.

H. Officials of [] installations plan to continue efforts to elevate safety and health awareness of the employees as well as improve their working environments. Major areas to be emphasized include:

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(1) Formation of a Safety and Health Committee.

(2) Affiliation with a local Federal Safety and Health Council.

(3) Expand emphasis on fire prevention and fire awareness to include activities throughout the year rather than just during Fire Prevention Week.

(4) Coordinate with the Office of Medical Services for blood, urine, hearing and eye tests as well as other medical examinations for employees whose work necessitates such tests and examinations.